

Advanced Search Tips

Understanding how to use the Advanced Search functionality is critical to your efforts to comply with state regulations and to successfully use the SCR system. This document outlines tips and search scenarios to help improve your search techniques.

General tips:

- Make sure you input accurate data / information. Double-check your inputs for typos and try multiple variations of a spelling if you are not finding a project.
- SCR numbers are the easiest criteria upon which to search. SCR numbers have a consistent format and they are unique so ask for them when you start work on a new project.
- Building permits are a good project identifier but you must search for them correctly. If a permit is in the system under BP-1234 you will only find the project if your search starts with the “BP”. You can enter a portion of a permit number but it must contain the first few numbers or letters (entering BP12 would find the project but 1234 would not).
- Enter multiple pieces of information if you have it; this will reduce the number of search results and minimize the number of pages you have to sort through.
- Start by entering multiple data fields and gradually reduce the number of fields if you are not able to find your project.
- Take advantage of the ability to sort by column data. Click on the column headers such as the “File date” to sort the results by the File Date. Clicking the “File Date” a second time will reverse the order.

Search Samples & Suggestions:

- Project information = information available / given to you
- Search suggestions = what we suggest entering (start with “a.” and move on if your project of interest isn’t found in the search results)

<u>Project Information</u>	<u>Search Suggestions</u>	<u>Reasons / Comments</u>
BP-2006-2345 Sandy City	a. BP-2006-2345 + Sandy City b. BP-2006-2345 c. BP-2006-2 + Sandy City d. BP-2006-2 e. 2345 + Sandy City	Try searching with and without a city in case the project is under a different city (or county). Try shortening the permit number in case you have the wrong number. If the city appears to have letters at the beginning of their permits try searching without the letters in case the entire permit ID was not entered.
SCR #45678	a. 45678 b. 456 c. 45	Shorten the SCR number in case you have the wrong number.

<u>Project Information</u>	<u>Search Suggestions</u>	<u>Reasons / Comments</u>
LOT 3-475, Daybreak	a. 3-475 daybreak b. 3-475 c. daybreak d. day	Omit punctuation marks such as commas and periods.
Intermountain Masonry Products	e. Intermountain Masonry Products f. Masonry Products g. Masonry	Gradually reduce the number of words entered. If a word is misspelled in the SCR record you will not receive a match; if you eliminate words you may eliminate the word that is misspelled.
Billy Anderson	a. Billy Anderson b. Bill Anderson c. Anderson d. Bill Andersen	
7300 South 4500 West	a. 7300 s 4500 w b. 73 s 45 w h. 7300 4500	Only enter the “s” and “w” (along with the numbers). Entering “s” and “w” will return results if the project is entered under 7300 S / 4500 W or 7300 South / 4500 West. Searching for 7300 South will NOT return a project in the system under 7300 S.
Very Limited info	a. Municipality + date range	